11-2

Sampling:

Review Sample Details

Objectives

Find a Sample by Sample ID or Alt ID

Understand Sample Disposition Process

# Reviewing a Sample from the Notifications window

In many cases, the RE Staff will be reviewing the sample details as the result of a notification. For instructions on reviewing and disposing of a sample via a notification, skip to the "Sample Disposition" section below.

Finding a Sample by Sample ID or by Alternate ID

Steps 1 – 3 of these procedures are performed beginning from the HiCAMS main menu. If you already have one of the **Sample Details** windows open, proceed to **Step 4**.

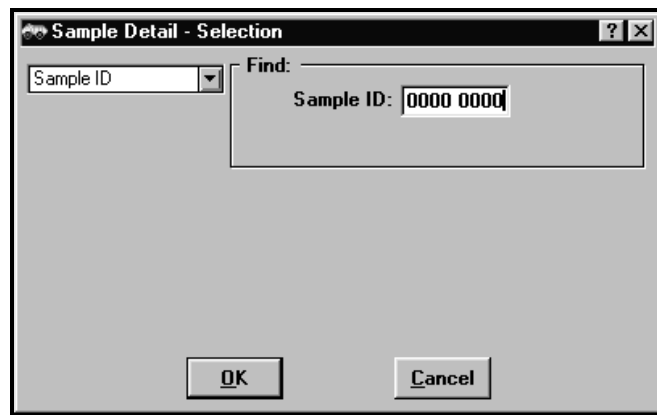**Step 1:** Log onto HiCAMS, using the instructions in "HiCAMS Getting Started."

Step 2: From the **Functions** menu select **Sampling.** From the Sampling submenu select **Review Sample Details**.
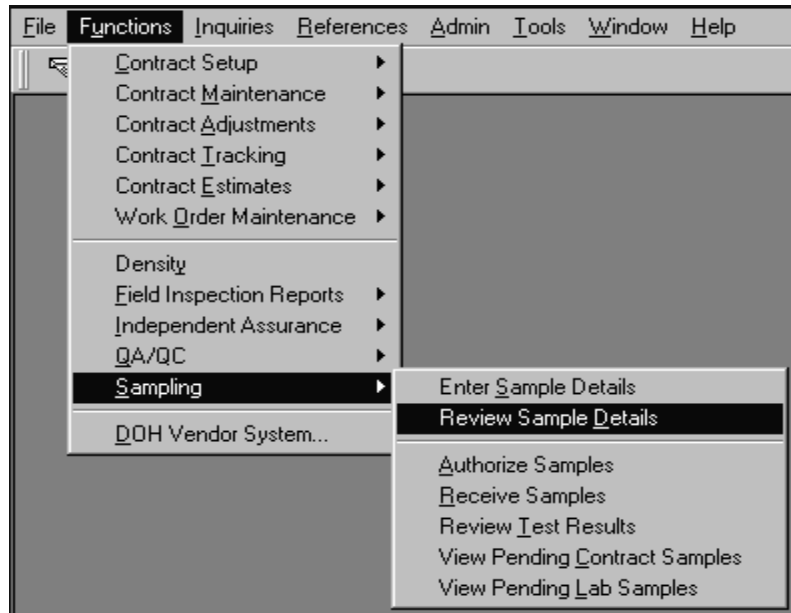
Step 3: The **Sample Details – Selection** window displays. Continue with **Step 5**.

Step 4: 🔍 If you were already in a sampling window and did not open it from the menu, simply click the **Find** button on the toolbar.

The **Sample Detail** - **Selection** window displays:

```
┌─────────────────────────────────────────────────┐
│ 👓 Sample Detail - Selection              ? X     │
│ ┌──────────────┐ ┌─ Find: ─────────────────────┐ │
│ │ Sample ID  ▼ │ │        Sample ID: 0000 0000 │ │
│ └──────────────┘ │                             │ │
│                  │                             │ │
│                  │                             │ │
│                  └─────────────────────────────┘ │
│                                                   │
│            ┌────────┐      ┌────────┐             │
│            │   OK   │      │ Cancel │             │
│            └────────┘      └────────┘             │
└─────────────────────────────────────────────────┘
```

In the list box in the top left corner of the window you are given two choices of search criteria: **Sample ID** and **Alt ID**.

Step 5: Do one of the following:

♦ To search by **Sample ID**:

    1 Select "Sample ID" from the list box at the top left corner of the window.

    2 In the **Sample ID** field, enter the Sample ID number of the sample for which you are searching.

    3 Click **OK**.

♦ To search by **Alternate ID**:

    1 From the list box at the top left corner of the window, select **Alternate ID**.

    The **Find** section of the **Sample Detail** - **Selection** window changes.
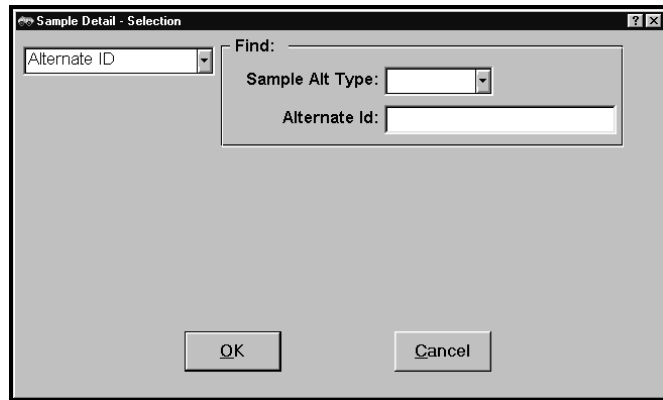
2   From the **Sample Alt Type** list box, select the alternate ID type.

3   In the **Alternate ID** field, enter the alternate ID.

4   Click **OK**.

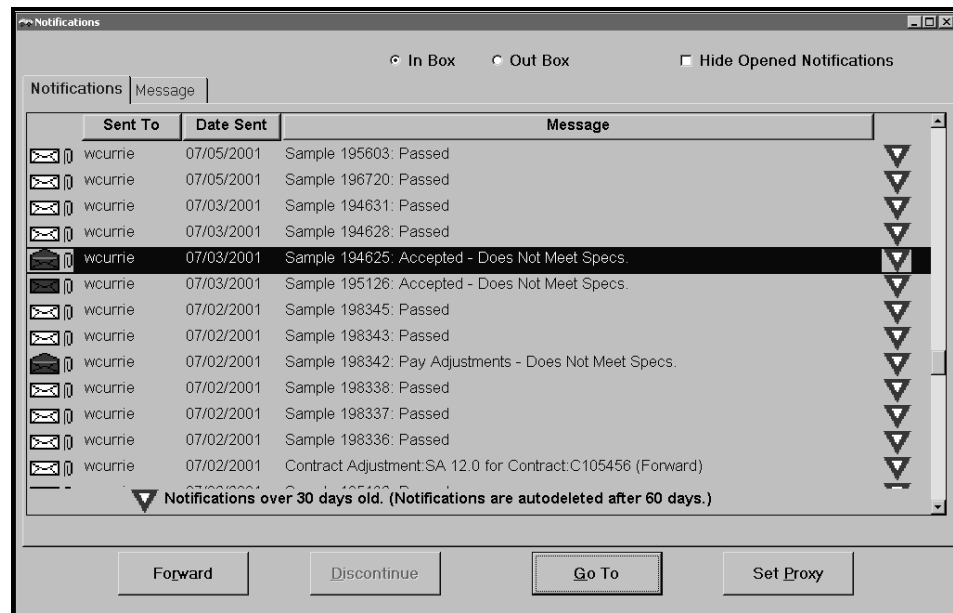The **Review Sample Details** window remains open, displaying the sample record.

Sample Disposition

With the release of Version 5 of HiCAMS, a new procedure has been introduced involving certain samples that fall into the following category:

♦ Sample Owner is "Project"

♦ Sample Category is "Acceptance"

♦ Sample was authorized with a status of one of the following:
  • Does Not Meet Specs – Accepted
  • Does Not Meet Specs – Rejected
  • Does Not Meet Specs – Pay Adjustment

At the time a sample is authorized with one of the above statuses, a notification is sent to the RE/ARE. The following are the tasks necessary to complete disposition of a failed sample:

Step 1:   RE/ARE receives notification alert:

Step 2: Select the failed sample notification and click **Go To** button.

The **Review Sample Details** window displays:

The bottom section of the **General** tab window contains the disposition information that requires completion:

♦ Accepted Qty: The amount of the represented quantity that is accepted on the project.

Note: *If the sample status = "Does Not Meet Specs – Accepted", the accepted quantity will default to the represented quantity. If the accepted quantity field contains a value greater than zero, then a disposition comment is required.*

♦ <u>Removed Qty</u>: The amount of the represented quantity that is removed from the project.

♦ <u>Pay Adjusted Qty</u>: The amount of the represented quantity that is accepted with a pay adjustment:

Note: *If the PAR quantity is greater than zero, the PAR button is used to initiate a Pay Adjustment Recommendation.*

♦ <u>Checked by Sample</u>: This field will be automatically updated by HiCAMS when a check sample is linked to the original sample.

The *Accepted Qty + Removed Qty + Pay Adjusted Qty* fields MUST equal the value in the *Represented Qty* field. If not, HiCAMS will display an error message:
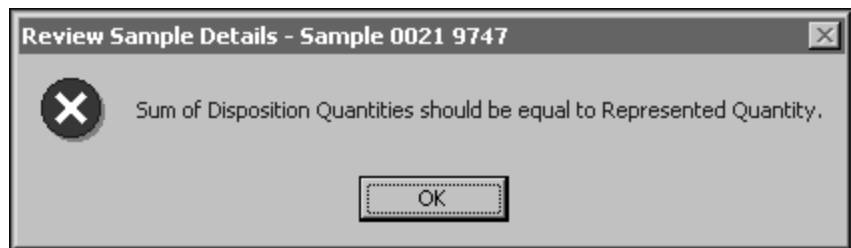
Note: *If there is a value in the Pay Adjusted Qty field, the sample must be linked to a PAR prior to the Final Estimate being forwarded for approval.*

Step 3: As this sample does not meet specs, and the accepted quantity is greater than zero, a sample disposition comment is required. Click the **Notepad** icon to enter a comment:
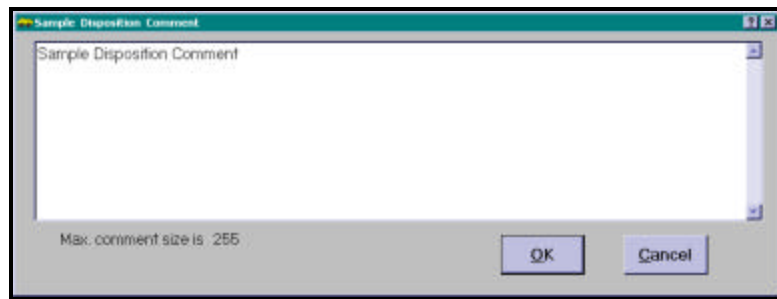
Step 4:   Click the **OK** button to close the comment window, and the comment will be displayed on the General tab window.

Step 5:   A comment on the sample itself is required, select the Notepad icon on the General tab and enter a comment. Click **OK** button to close the window.

Step 6:   Click the **Save** icon on the toolbar.

> **Note:** *If the authorized status is "Does Not Meet Specs – Pay Adjustment", the quantity of material to be paid at an adjusted price would be entered in the Pay Adjusted Qty field.*
>
> *See Contract Tracking – Pay Adjustment Recommendations for more details on completing Pay Adjustment Recommendations.*